



Charlton Athletic Community Trust

Health and Safety Policy

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EMPLOYERS GENERAL STATEMENT

Charlton Athletic Community Trust (CACT) acknowledges and accepts its legal responsibilities under section 2 (3) of the Health and Safety at Work Act 1974, for securing, so far as is reasonably practicable the health, safety and welfare of all its employees, of participants on its programmes and activities of visiting members of the public, of contractors working on the premises over which it has control and of all others affected by its activities.

CACT is committed to undertake to:

- (a) Identify the hazards to employees and third parties affected by the work and control the identified risks adequately.
- (b) Maintain healthy and safe working conditions, including provision of safe plant and equipment and PPE if required.
- (c) Work, through continuous improvement, to prevent accidents and work-related ill health.
- (d) Ensure that employees are competent to do their work and provide them with appropriate and adequate training.
- (e) Ensure safe transport, storage, handling and use of hazardous substances.
- (f) Consult with employees on health and safety issues affecting their wellbeing, giving them necessary information, instruction and supervision.

CACT stresses the importance of co-operation from employees, and good communication at all levels within CACT.

Other key legislation is

The Management of Health and Safety at Work 1999
The Control of Substances Hazardous to Health Regulations 2002
Health and Safety (Display Screen Equipment) Regulations 1992 and 2002
Provision and Use of Work Equipment Regulations 1998
Manual Handling Operations Regulations 1992
The Workplace (Health, Safety and Welfare) Regulations 1992
The Health and Safety (First Aid) Regulations 1991

The Organisation – CACT

The following details the organisation structure for health and safety, the duties for all employees under the structure and the responsibilities at all levels within CACT.

Roles and Responsibilities

Chief Executive — Jason Morgan

The Chief Executive has overall responsibility for the effective planning and implementation of the health and safety policy, ensuring that, so far as reasonably practicable, adequate personnel and resources are made available to fulfil these responsibilities.

In particular, he is responsible for: -

- a) Ensuring that adequate funds and personnel and resources are available to meet those requirements of the CACT Health & Safety policy.
- b) Ensuring that health and safety is considered when planning and organising the work of CACT.
- c) Implementing disciplinary measures against employees who fail to comply with CACT Health and Safety Policy, procedures and standards.
- d) Reporting on the Health and Safety performance of CACT to the Finance and Personnel Sub-Committee.
- e) Setting and reviewing health and safety procedures and standards in light of the CACT Health & safety Policy.

In the absence of the Chief Executive, the responsibility will fall to the CACT Directors and Health and Safety Officer.

Directors — David James, Charlie McDonald and Mark Gregory

The Directors have the following responsibilities

- (a) Develop specific Health and Safety policies and procedures alongside the Health and Safety Officer to prevent specific Health and Safety issues from arising.
- (b) Ensure that Senior Management is addressing Health and Safety issues and implementing policies and actions.

- (c) Appoint a senior manager responsible for health and safety

Senior Management Team (SMT)

The responsibility of the Senior Management Team, so far as reasonably practicable, is to:

- (a) Ensure the Health and Safety policy is disseminated to all employees.
- (b) Set out expectations of CACT for staff and volunteers delivering effective Health and Safety.
- (c) Show commitment to continuous improvement with regards to Health and Safety.
- (d) Have in place a consultation process for debating employee views on matters relating to Health and Safety.
- (e) Review CACT Health and Safety performance regularly with the appropriate managers and members of staff.
- (f) Appoint adequate number of persons and resources.
- (g) Ensure that decisions taken in terms of procurement and contracting out reinforce rather than damage the Health and Safety intentions detailed in this policy.

Programme Managers

The responsibilities of managers, so far as reasonably practicable, are to: -

- (a) Ensure the health, safety and welfare of staff and volunteers delivering programmes of activity, including contractors.
- (b) Ensure equipment and facilities provided for those at work are well maintained and suitable for the purpose intended.
- (c) Maintain safe systems of work.
- (d) Assist the senior management team in bringing to the attention of employees the Health and Safety policy.
- (e) Lead by example when delivering activities for CACT
- (f) Assist in the conducting of Risk Assessments and develop safe systems of work if competent to do so.
- (g) Co-operate with specialists appointed by CACT.

- (h) Bring to the attention of the senior management team any training needs for themselves and their staff and volunteers.

Employees

CACT encourages all employees to be actively involved in maintaining safe operating conditions and practices. As an employee you should therefore: -

- (a) Read, understand and accept their responsibilities contained within the Health and Safety policy.
- (b) Co-operate with the SMT and managers when delivering programmes
- (c) Deliver activities in such a manner that does not put you or others at risk through delivery.
- (d) Bring to the attention any matters that result in a short fall in any approved safe system of working.
- (e) Use any training given to deliver activities safely.
- (f) Bring to the attention of management any training needs for relating to Health and Safety.
- (g) Take care not to interfere with, or recklessly misuse, anything provided in the interest of health and safety.

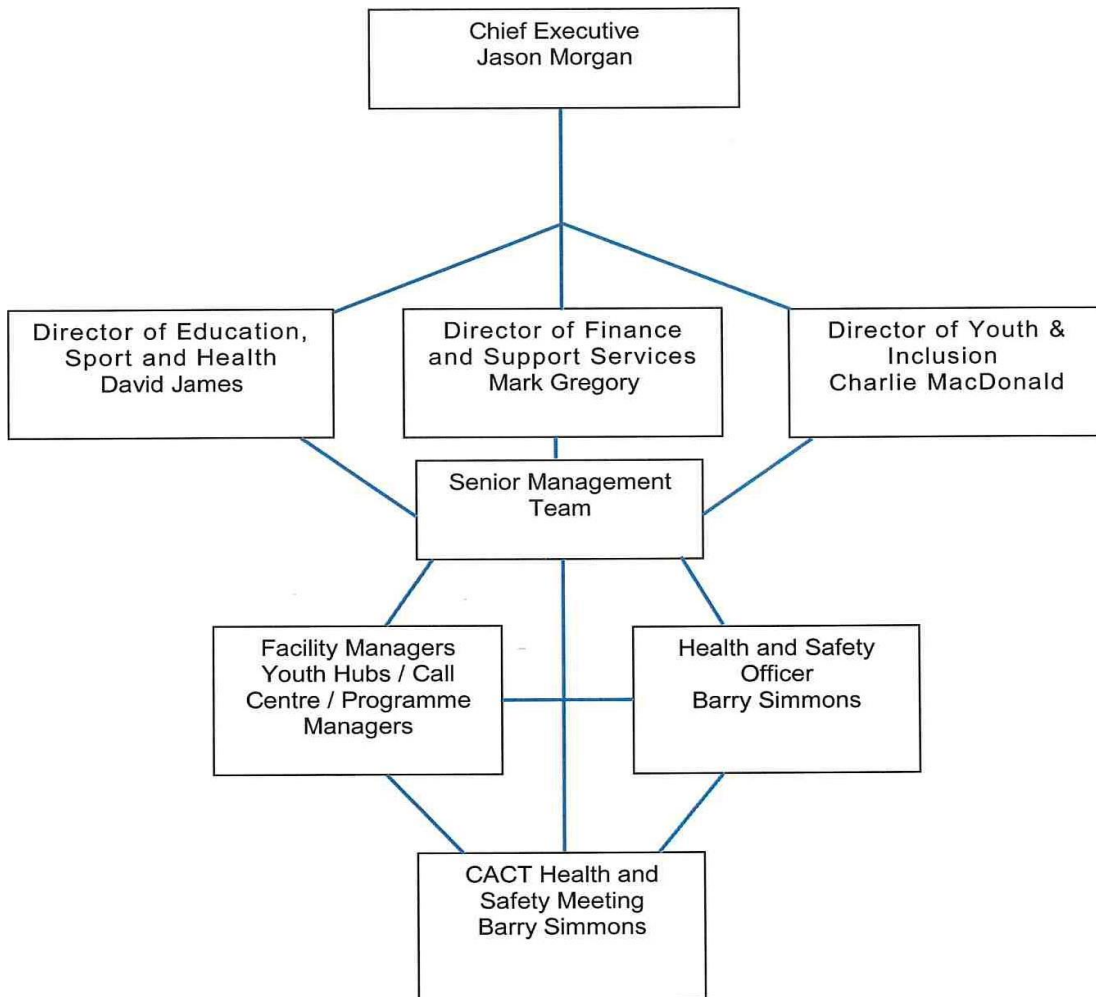
Employment of Health and Safety specialist and consultants

When required, CACT will employ an external health and safety specialist/consultant to provide support, advice and assistance to CACT.

The specialist/consultant will be required to do the following: -

- (a) Provide assistance in the development, promotion and maintenance of Health and Safety systems.
- (b) Keep CACT abreast of changing legislation, working practices and guidance information.
- (c) Assist in the development and execution of monitoring systems for Health and Safety at work. This may include auditing of health and safety systems, reports and reviews.
- (d) Assist in the Health and Safety training development for all staff.
- (e) Promote and support the continuing development of a culture of Health and Safety awareness.

HEALTH AND SAFETY ORGANISATIONAL STRUCTURE



CACT Activities

CACT runs a number of different and diverse activities including

- Football programmes including holiday courses and a schools-based programme.
- Programmes delivering activities for disabled children and adults and those with mental health issues.
- Education programmes aimed at young people who are NEET Post 16 programmes involving football and education.
- Activities for the fifty plus age group.
- Youth Work provision including work conducted at four youth hubs.
- National Citizenship Service (NCS) programme of delivery including residential and school-based activities. CACT links into the formal reporting processes of the NCS Trust and CACT employees working on the NCS programme attend both CACT and NCS Trust H&S Training.
- Health Improvement programmes including health checks, healthy living programmes, smoking cessation programmes and healthy walks activities in the community
- Crime reduction and prevention programmes including mentoring activities.

In addition, CACT has responsibility for the following buildings either in a sole or dual role capacity.

- Main Office / Classroom / Changing Rooms at the CAFC Training Ground including one full size AstroTurf.
- Valley Central Youth Hub (Run in conjunction with CAFC)
- Call Centre at The Valley (Run in conjunction with CAFC)
- Hawksmoor Youth Club (licence to occupy with RGB)
- Avery Hill Youth Club (licence to occupy with RGB)
- Woolwich Common Youth Club (licence to occupy with RGB)

Risk Profile

There are a number of risks that CACT encounters during its operations

These are

- Equipment based including sports and delivery equipment some of which may be electrical.
- Building based including construction activities.
- Activity based in terms of the nature of the activity i.e. climbing, cycling, contact sport.
- Safeguarding including protecting children and Adults at Risk from harm. Attendees of activities such as those with criminal histories or mental health issues.

The above factors need to be considered in risk assessments developed for programmes and activities.

ARRANGEMENTS

Emergency Planning and Response

CACT must be able to respond to any major incident that occurs. To enable this CACT has a Major Incident Management Plan. Examples of a major incident include a major safeguarding disclosure, death of a member of staff or volunteer whilst carrying out CACT activities or the loss of IT systems thus compromising the day to day running of CACT and its activities. This Plan includes the following:

1. Background and Major Incident Definition
2. Major Incident Management Structure
3. Roles and Responsibilities in responding to a major incident
4. Major Incident Identification
5. Major Incident Escalation
6. Major Incident Communication
7. Major Incident Closure
8. Major Incident Flow Chart

This plan is reviewed on an annual basis and is available on BREATHEHR and on the Shared Drive. Training will be provided at appropriate times. It is noted that the NCS programme receive this training on an annual basis via the NCS Trust. CACT are also involved in the testing and review of the CAFC Emergency Planning and response process around the Training Ground and the Valley.

Risk Assessment

Every venue and or building used by CACT must have a risk assessment carried out on it a minimum of once per year. This risk assessment must be sent to the Health and Safety Officer to be kept on file, and where applicable a copy left at the site.

All aspects of the site must be risk assessed including, building, the activity carried out, equipment, fire safety, safeguarding etc.

CACT requires that a risk assessment must be carried out or reviewed prior to every session by the lead member of staff. Blank risk assessment forms can be found within registers or on the CACT Shared Drive. (Please contact the Health and Safety Officer for replacements if these cannot be found).

All Risk Assessments must be signed and dated, and any additions noted within the review should be signed and dated.

All staff should arrive at the venue at least fifteen minutes prior to the start of an activity session so the risk assessment can be reviewed. Copies of that sites (if non CACT) and activity programme should also be sought. The latter can be done by the Health and Safety Officer.

All staff must ensure they have the full address and postcode of every venue they coach at, in case this is needed for an emergency call, and the relevant emergency contact sheet.

Please reference the CACT Risk Assessment Policy for more details and guidance over Risk Assessment and or consult with the CACT Health and Safety Officer.

Aspects that need to be risk assessed are the following

- Venue
- Activity (specific)
- Equipment
- Manual Handling activities
- IT equipment including DSE
- Fire Safety
- Safeguarding
- Transport
- Road Traffic in and round the site.
- Any other aspect that could be considered a risk.
- Venue lock down in case of an emergency.
- COSHH risk assessment will need to be completed as appropriate.

Once completed Risk Assessments need to be shared with appropriate members of staff especially those involved in delivery and this needs to be recorded.

Control of Contactors

In the eventuality that contractors have to attend CACT sites they will be required to sign in and complete a permit to work. Additionally, before attending they will be required to send CACT.

- Risk Assessment for carrying out activities on CACT / CAFC premises.
- Method statements for the above.
- A copy of their public liability insurance.
- Copies of their employee's qualifications and competencies.

Contractors and visitors will be made aware of CACT policies and procedures in place to safeguard the Health and Safety of themselves and others. All contractors must be supervised whilst on site.

Monitoring, Checking and Audit

CACT will provide and maintain safe systems of work and ensure that the Health and Safety risk posed by its operations are controlled. In particular CACT will ensure, so far as is reasonably practicable, that: -

- (a) Premises, plant and equipment are maintained and kept in a safe and clean condition in line with the manufacture's recommendations. This includes all equipment including generators and inflatables and office-based equipment.
- (b) Working systems, procedures and practices are safe. Weekly checks will be conducted, and more in-depth three-monthly H&S inspections will be completed by the premise's manager and the H&S officer
- (c) Annual Inspections will be carried out by an independent H&S company. These are arranged via CAFC.

Information, Training and Competence

To develop and maintain informed and competent staff and volunteers CACT will ensure that

- a) Staff and volunteers receive adequate and sufficient information, instruction, training and supervision on how to carry out their work with regard for their own and others' safety.
- b) In addition to the above training shall be organised to ensure that the members of staff are competent in carrying out their tasks and activities. This will be identified in relation to the tasks and activities being delivered, through the specific requirements of the delivery taking note of any specific legislation, consultation with staff and volunteers and via the CACTs Health and Safety meetings.

- c) Such training will include risk assessment training, manual handling, First Aid, working at heights (if necessary) and others when deemed appropriate. Some of this training will be included in the sports specific and delivery specific training courses that are put on.
- d) A Health and Safety Induction will be given to all new employees by the Health and Safety Officer.
- e) All Health and Safety Training will be recorded on CACTs HR system BREATHE HR.

DSE Equipment

In line with the Health and Safety (Display Screen Equipment) Regulations 1992 and 2002 CACT ensure that

- a) Staff and volunteers' workstations will be risk assessed to eliminate or reduce any risks including electrical supply height of VDU etc.
- b) CACT will ensure that staff and volunteers will have regular breaks built in regarding the use of DSE.
- c) All staff will be entitled to free eye tests on an annual basis and staff will be reminded of this via the CACT HR updates. The eye test must be carried out by a competent person usually a qualified optician. Please see CACTs Eye Test Policy.
- d) Training will be provided on the use of the DSE and related aspects such as the use and adjustment of chairs and correct posture.

Use of Electrical Equipment

CACT will maintain all electrical equipment and its use should be noted on all Risk Assessments. All portable electrical equipment will be subject to annual PAT Testing. All non CACT electrical equipment used on CACT programmes and activities will need to be PAT tested as well.

All equipment deemed to be faulty will either be discarded or repaired, and the latter will be carried out by a qualified electrician.

Hard wire tests will be conducted by every 5 years, but visual inspections will be completed on a three-monthly basis in line with the H&S checks carried out on all facilities.

Planned Preventative Maintenance

Most of the equipment and systems that CACT uses is subject to maintenance processes by other organisations including CAFC and Royal Greenwich Borough. These items include

- Fire Safety equipment and systems in CACTs offices and Youth Hubs
- Gas tanks at the rear of the CACT main office
- The Emergency Lighting system at CACTs offices and Youth Hubs The yearly Legionella testing on the CACT offices and Youth Hubs water supplies. (CACT conducts monthly checks).
- The heating and air condition system checks and maintenance

CACT are responsible for the

- Weekly maintenance and H&S checks on the AstroTurf based at the CAFC Training Ground.
- Monthly Legionella checks
- Maintenance of the electrical and petrol generators used for events including PAT testing and annual service.
- Maintenance of the inflatable equipment used for events.
- Maintenance of small equipment such as goals and activity related equipment.

All the above checks are recorded by CACT.

Legionella

Legionella is a bacterium potentially found in all water sources. It can cause serious illness called Legionnaires Disease. The main symptom of this disease is pneumonia. There is a high fatality rate partly because of the type of persons that are likely to catch it. Pneumonia is a disease caused by bacteria reaching the base of the lungs – to do this the bacteria need to be very, very small and be projected in some way – therefore water droplets, for example generated by a shower, or water vapor, are effective means by which the bacteria can reach the base of the lungs.

Those most likely to catch the disease include those with weakened immune systems. There needs to be a certain number of bacteria to cause the illness. To grow, the bacteria need warmth.

Warm, stagnant water provides ideal conditions for growth of Legionella. At temperatures between 20°C-50°C the organism can multiply. Temperatures of 32°C-40°C (90°-105°F) are ideal for growth. Rust (iron), scale, and the presence of other microorganisms can also promote growth.

The purpose of this procedure is therefore to ensure that risks associate with Legionella Virus are appropriately controlled.

Legionella Procedure

- CACT will carry out a risk assessment and to lead an effective water monitoring and treatment programme. Monthly checks will be conducted.
- Water is stored at a temperature outside the range where the bacteria will grow. (The danger zone is between 20° - 45° Celsius.)
- Water temperatures are measured / recorded (cold water should be below 20°C after running the tap for 2 minutes and hot water should be above 50°C after running the water for 1 minute).
- If temperatures are found to be outside this range investigations / other measures are undertaken, and corrective action taken.
- Conditions that allow water to stagnate are avoided. (Large water-storage tanks exposed to sunlight can produce warm conditions favorable to high levels of Legionnaires Disease Bacteria (LDB.) All water lines, particularly those that are not regularly used, are frequently flushed on a weekly basis to alleviate stagnation.
- Steps are taken to regularly maintain and clean equipment to prevent growth of LDB. This includes twice-yearly cleaning and periodic use of chlorine or another effective biocide.

Manual Handling

Manual Handling procedures will be part of all risk assessments and will be eliminated as much as is practically possible. The movement of equipment, furniture etc must be done in accordance with good manual handling technique and the manufacturer's guidance and instructions Training will be given by CACT on the latter.

Equipment will be provided for certain tasks and these will include trolleys and the use of barrows to transport items such as equipment.

Manual Handling also will be part of the CACT Induction process.

Working at Height

It is not envisaged that there will be much working at height in normal CACT operations. However, where this does happen the activity will be risk assessed and appropriate working at height training provided before the commencement of the activity.

Company Vehicles

Certain posts at CACT may come with the provision of a company vehicles. In this situation the driver must

- Be over the age of 21 years of age, hold a current UK Driving License and have been driving a minimum of one year.

- Ensure that the vehicle is driven in a safe manner in accordance with UK law and company guidelines
- Only use it for the purposes laid down by CACT.
- Ensure that the servicing of the vehicle is kept up to date.
- For minibuses and company vans the driver must be over the age of 25 and have schedule DI on their licence or have undertaken the minibus test. All staff or volunteers who drive a CACT vehicle must provide copies of their licence to the CACT Transport Manager who will check these for suitability of driving a CACT vehicle.
- If any driver receives a conviction or endorsement, they must inform the Transport Manger immediately and provide a copy of their update licence. Failure to do so could result in disciplinary action. Any conviction or endorsement could result in that person not being able to drive a CACT vehicle.

A risk assessment is in place for the use of the company minibuses and this must be checked at the commencement of every journey to ensure that it is suitable and sufficient for that journey. Any defect must be reported to the CACT Transport manager.

Minibuses must have two drivers present at all times to cover issues of injury or illness to one of the drivers.

All CACT vehicles must carry a fire extinguisher and first aid kit which must be checked on a regular basis.

For the purposes of safeguarding children and adults at risk must never be transported alone in a car or minibus. There should always be two members of CACT staff present for safeguarding purposes.

Any journey that involves passengers must complete a seating plan for the identification of passengers in the event of a road traffic accident.

If the journey involves the transportation of children or adults at risk unless there is a member of staff present from that school, centre etc then a CACT member of staff will need to sit in the main part of the minibus as a chaperone.

All vehicles will be routinely serviced and have their annual MOT in line with the manufactures instructions and records kept and maintained for this.

Staff who use their personal vehicles for the CACT business must have their vehicle insured for business use.

The CACT Transport Manger is Robert Wood 0208 850 2866.

Drugs and Alcohol

CACT prohibits the drinking of alcohol by employees and contractors in the workplace or on Trust business other than reasonable drinking of alcohol in connection with approved social functions.

Alcohol

CACT regards drinking to an 'unreasonable level' as any of the following situations:

- The individual is over the legal limit stipulated for driving (i.e. 35mcg/100ml of breath alcohol concentration).
- In the opinion of management, the individual's performance is impaired This may be at less than the legal limit stipulated for driving
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others
- The individual continues to drink when instructed to stop by a Manager

CACT will take all reasonable steps to prevent employees and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

Drugs

CACT expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on CACT premises, in CACT vehicles or at a CACT function, they will be regarded as serious, will be investigated by the CACT and may lead to disciplinary action and possible reporting to the Police.

Employees must inform their line manager regarding any prescribed medication that may influence their ability to carry out their work safely and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used whilst at work.

Please consult the specific CACT Drug and Alcohol Policy for more information regarding the above including support and advice.

Food Safety

Any activity that includes the use of food needs to be risk assessed and the staff must have the relevant Food Safety Certificates. Food hygiene standards should be adhered too (i.e. prevention of cross contamination from foods) and use by and best before dates need to be adhered to.

Personal food is allowed on site for consumption but use by and best before dates must be adhered to if using company fridges and storage. Any food stuff out of date will be removed and thrown away as per the manufacturer's instructions.

Residential Activities

Any plans for a residential / offsite programme must be signed off by a CACT senior manager or Director before planning commences via the CACT Authority to undertake a residential or offsite activity.

All young people under the age of 18 must have consent from their parent or carer (under 25 if they have a learning disability).

All residential activities should be risk assessed including a pre-trip assessment and the offside pack should be used giving details of the venue, duration and attended activities. This should also contain details of all staff, volunteers and young people / adults attending as well.

Offsite packs should be left with the Health and Safety Officer plus also two additional experienced members of staff. It is recommended that the latter are associated with the programme.

Please see CACTs Travel, Trips and Tournaments Policies and Procedures.

Accidents, Incidents and Near Miss Reporting

All the following must be recorded and reported:

- (a) Accidents
- (b) Incidents
- (c) Near Misses

All staff must report the above using an accident/incident form which are kept at the CACT offices at Sparrows Lane and also on the CACT staff Shared Drive and must then be transferred into the accident/incident book located at the CACT offices.

Serious and major accidents or incidents must be reported to the Health and Safety Officer and the Chief Executive Officer.

Where accidents fall under RIDDOR (Reporting of Injuries Diseases Dangerous Occurrences Regulations) they will be reported to the Health & Safety Executive by the Health and Safety Officer.

If the incident is a major incident, then the CACT Major Incident Management Plan will be implemented.

Health and Safety Policy

Infectious Diseases (new section added)

CACT will ensure that all the Government, Public Health England and Local Authority guidance and advice is followed in the outbreak of an infectious disease whether it be a localised outbreak, an epidemic and or a pandemic. Arrangements will include:

- Formation of the Major Incident Management Team (MIMT) if required to develop policies and procedures and interpret guidance from the Government, Public Health and Local Authorities.
- Updating of risk assessments for staff, procedures, and buildings.
- Social distancing procedures developed for staff if needed.
- Procedures developed or revised for operations to keep staff safe.
- Staff training implemented as required.
- Additional cleaning and deep cleaning procedures established.
- Sufficient PPE distributed.
- Structured and safe return to work and facilities protocols established.
- Regular informative updates, (weekly or daily) to staff on the progress of the implementation of the above.

Safeguarding

CACT takes its responsibilities around Safeguarding seriously and has the following policies in place

- Safeguarding Policy (Children and Young People)
- Safeguarding Adults Policy
- Anti-bullying Policy
- Code of Conduct for staff and volunteers.
- Whistleblowing Policy

All staff and volunteers will be subject to safer recruitment procedures including the completion on an application form, interview, DBS check and references. CACT will ensure that

- Safeguarding and First Aid training is up to date.
- All DBS checks are renewed every three years.
- Staff will report all concerns over children, young people and Adults at Risk to the programme manager and or the Safeguarding Officer.
- All staff and volunteers will work in teams or at least in pairs and should never be in a situation where they are alone with a child or young person under the age of 18 in a closed environment. There is no contact outside of the programme of delivery.
- Physical contact situations will be kept appropriate to the delivery of the sport or activity.

- Staff report issues where they have been made to feel uncomfortable by a service user.
- Staff or volunteers do not engage with any young person via the use of social media including Facebook, Twitter etc. Staff and volunteers are required that if child or young person does try to make contact with them that they make the approach known to the programme manager or Safeguarding Officer.
- All staff and volunteers do not to use mobile phones to contact children or young people by voice call or text or use such devices to capture images whether that be a photo or video.
- All staff know what to do if a young person or adult at Risk becomes lost.

All risk assessments where appropriate will have a safeguarding section.

All activities will be fully supervised by CACT staff with the security arrangements detailed in the risk assessments. This will include the use of CCTV and lock down arrangements if needed.

CACT has a responsibility for the safety and welfare of both staff and clients when attending CACT sites and activities. To ensure this happens CACT will

- Risk assess all venues and activities and receive risk assessments and method statements of third-party deliverers. Ensure that the correct staff ratios are in place
- Take note of any medical, disability and safeguarding issues and plan accordingly
- Ensure consent is in place where appropriate for the clients and staff taking part in activities.
- Inform the relevant people when groups are on site etc such as security.
- Ensure that all staff and volunteers are appropriately qualified and trained to deliver CACT activities and ensure that the same is in place for third party delivers and evidence of membership of national schemes or quality marks
- Provide staff with ID cards and clients with visitor badges etc.
- Have appropriate signing and signing out procedures for CACT facilities.
- Have registers in place to record the presence or not of clients. Have appropriate escort procedures in place around CACT facilities and grounds.
- Work with parents, carers and partners to ensure the safety requirements are provided such as the use of equipment etc

Please reference CACT Safeguarding Policies and Code of Conduct for more information

Aggressive Behaviour and Weapons

Aggressive behaviour by staff, volunteers and attendees will not be tolerated at any time. Staff could be subject to disciplinary procedures if the latter is seen to manifest. Attendees will be asked to leave activities or arrangements will be made if they are a young person or adult at risk for them to be picked up.

If the aggressive behaviour turns violent then the police will be informed. Where security is available then these will be informed. The latter will mainly be at the Valley and the Training Ground. All venues have access to CCTV.

Any weapon carrier (i.e. knives) must be reported to the police to ensure the safety of staff, volunteers and attendees at CACT programmes.

All incidents of aggressive and violent behaviour must be reported to the Programme Managers and the Health and Safety Officer.

Lone Working

CACT has a duty to protect all staff who lone work, CACT has a Lone working Policy, Lone working procedures and Lone Working Risk Assessment. Lone working situations include

- Working alone in an office whilst other staff are not in
- Working late after other staff have left
- Attending meetings with clients off site.
- Working from home

Any lone working situation should be risk assessed and the Lone Working procedures put in place between that member of staff and their line manager. The Lone Working Policy, Procedure and Risk Assessment are available on the CACT Shared Drive and BREATHE HR.

Staff Welfare

CACT takes the welfare of its staff seriously. This includes

- Staff undertaking work with vulnerable children and adults and safeguarding concerns receiving the appropriate levels of supervision.
- Staff working in environments that are conducive to a healthy working environment such as appropriate light, ventilation and sanitation.
- Access will be made available in terms of food preparation, storage and fresh drinking water.
- Access to healthy lifestyle checks such as blood pressure checks are available.
- Access via the Workplace Options system will be available to for all staff to get advice on welfare issues including accessing to counselling and reducing stress

Information and advice can be obtained via Programme Managers and the HR and Safeguarding Officers.

First Aid and the Provision of First Aiders

All CACT staff will be trained in Emergency First Aid and an appropriate number of staff will be trained at the First Aid at Work Level. Both the latter are valid for 3 years and must be updated before the qualification expires.

Names and contact details of first aiders at CACT premises will be displayed.

All full time and casual staff will be issued with a First Aid kit which they must carry with them at all times when engaged in CACT activities. It is the responsibility of the individual to keep their First Aid kit fully stocked and to replace items when used. Managers at the CACT facilities are responsible for ensuring the site First Aid kit is fully stocked. Stock is available from the CACT main office at the Training Ground.

The First Aid kit should include as a minimum: -

- Sterile wipes to clean wounds
- Tape to hold dressings in place
- Small / Medium and Large sterile dressings
- Gloves
- Mouth to Mouth shield
- Bottled Water
- Triangular bandages
- Safety Pins

Fire Safety

CACT will carry out routine testing to ensure the operation of fire safety. This will include the fire alarm system, emergency lighting, routes of escape, fire safety equipment etc.

CACT will also ensure that each venue is fire risk assessed on an annual basis or before if there is a change in the use or layout of the building.

CACT will use outside contractors to service fire safety equipment such as the fire alarm system, fire extinguishers, emergency lighting etc. All these tests will be recorded in each buildings Fire Safety Log.

Fire drills will be conducted a minimum of twice per year or termly in the youth hubs.

All employees must ensure that they are familiar with the testing procedures for their place of work or if they are visiting other premises.

All employees must ensure that they are familiar with the emergency evacuation procedures for their place of work or if they are visiting other

premises. PEEPS must be completed for all Disabled staff, volunteers and service users.

All CACT staff and volunteers must attend Fire Safety Training every three years which will be organised by CACT. These training records will be kept in the Fire Safety Logs in accordance with legislation.

Fire Risk Assessments will be completed for all CACT premises and copies of other organisations Fire Risk Assessments will be held on file where it is their responsibility to conduct these.

Revision of the Health and Safety Policy

CACT will revise the policy statement in the light of experience, because of new hazards or organisational changes. Revision may be necessary if:

- a) The nature of the work changes.
- b) New hazards are introduced into the workplace.
- c) Changes to personnel or duties are made.
- d) New regulations, codes of practice or of official guidance are published relevant to CACT activities.
- e) This Policy will be reviewed on an annual basis and will be subjected to continual review throughout that year.

Communication of the Health and Safety Policy

CACT will ensure, so far as reasonably practicable, that the policy document is distributed in a manner that brings the policy to the notice of all employees.

This will be achieved through

- (a) A copy of the Health and Safety Statement being placed on staff notice board.
- (b) Bring issues to the member of staff or volunteer at their induction.
- (c) Workplace instruction by CACT management on relevant points to the employee in that location
- (d) CPD events and via the HR update.
- (e) Management who will receive a full and comprehensive personal copy.

- (f) Staff will be able to access this via BREATHE HR and the Shared Drive
- (g) Via the quarterly Health and Safety meeting.

Monitoring of the Health and Safety Policy

CACT will check the effectiveness of the policy to ensure the policy is being adhered to at all levels within CACT. Monitoring, inspections, audits and spot checks will ensure: -

- (a) Responsibilities are being discharged properly.
- (b) Management and employees are in keeping within health and safety rules.
- (c) Employees are safety conscious.
- (d) Accident and incident rates are recorded and discussed.
- (e) Work related illness and sickness is studied and acted upon.
- (f) Trends, patterns and frequency of accidents and incidents are discussed
- (g) Good communications within CACT.

Failing to Comply with the Policy

Failure to comply with the Health and Safety Policy may lead to disciplinary action being taken under the disciplinary procedures set out by CACT.

Any damage to plant, equipment, buildings or loss of productivity relating to neglect of health and safety requirements will also be a disciplinary matter and dealt with accordingly.

Information, Advice and Help

Any employee who requires further information, advice or help with any matter relating to health and safety can contact either their programme / line or the Health and Safety Officer.

Competent Person

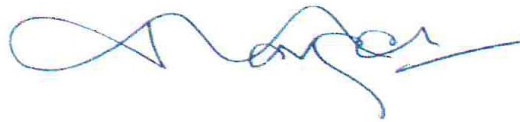
The competent person and Health and Safety Officer for CACT is Barry Simmons who can be contacted on 0208 850 2866 / 07816 848677. The Health and Safety Officer is responsible for

- The production and review of the Health and Safety policy for Charlton Athletic Community Trust in line with current legislation and production and review of related policies.
- Conducting and / or reviewing Health and Safety checks, method statement and safe systems of work for CACT buildings, systems and equipment.
- Conducting and / or reviewing Risk Assessments including Fire Risk Assessments for CACT buildings and activities.
- Provision of Health and Safety Training
- Providing information, advice and guidance for all Health and Safety enquiries from CACT staff.
- Liaison with Third Party Contractors when used regarding Risk Assessments etc.

Review and Updates

Policy Updated May 2019
Policy Approved by the Board of Trustees: July 2019
Policy Reviewed June 2020

Policy approved by the Board of Trustees: 10 June 2020
Health and Safety Officer - Barry Simmons



Signed

Date 11 June 2020

CEO - Jason Morgan



Signed

Date 11 June 2020

Chair – CACT Board of Trustees - Peter Cousins



Signed

Date 11 June 2020

Barry Simmons Health and Safety officer